

Policy & Procedure (P&P)

Policy Title :

Issuing Blood to Outside Hospitals

Department	Index No.	Scope
Laboratory & Blood Bank	LAB-090	Blood Bank Staff
Issue Date	Revision NO	Effective Date
24/10/1432	2	23/07/1440
Review Due Date	Related Standard NO.	Page Number#
23/07/1442	CBAHI (LB . 62)	2

01. Policy:

The blood requested from other hospitals is issued to them after certain criteria fulfilled.

02. Definition:

N/A

03. Purpose :

Properly covering the need of blood and blood products to other hospitals in a safe manner.

04. Procedure :

Never issue blood outside the hospital unless the following criteria are fulfilled:

- 04.1. There must be a sufficient amount of the requested blood group available in the Blood Bank so that the Blood Bank stock does not reach below the critical minimum (minimal inventory level).
- 04.2. Clear and signed request form from outside hospital ordering blood or its component.
- 04.3. Oldest blood unites must be issued first(according to expiration date).
- 04.4. Check the unit number, blood group, expiry date and signs of deterioration of unit before issuing blood (Inspect the red blood cell for abnormal color or other abnormal appearance and the platelets concentrate should be inspected for presence of grossly visible aggregates while FFP and cryoprecipitate should be inspected for evidence of thawing and refreezing).
- 04.5. All units issued must be registered in the blood supplying book with the date of issuing the unite, the hospital name, blood group &unit number.
- 04.6. Units must be negative for all screening markers before issuing.
- 04.7. Always keep O negative blood for emergencies.

- 04.8. Be sure that the supplied blood component will be transported in a proper way(using ice box, do not allow direct contact of the component with the ice).
- 04.9. The issue form should be filled with the units issued signed by blood bank staff and person delivering blood. Blood bank stamp must be on request form.
- Note:** The request form together with a copy of the issue form are kept in special file in Blood Bank.
- 04.10. It is important to clarify that any unit of blood or its component dispatched to the private hospitals cannot be returned back at all for any reason to avoid bad stored unites to return back.

06. RESPONSIBILITY

- 06.1. Blood Bank Staff of Al-Qunfudah General Hospital.

07. EQUIPMENT AND FORMS::

- 07.1. Thermometer (from 0 to 40 degree C).
- 07.2. Ice box for proper transport of blood.
- 07.3. Issuing of blood to outside hospital form.

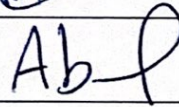
08. Attachment :

N/A

09. Reference

- 09.1. Technical Manual of the American Association of Blood Banks.

Preparation , Reviewing & Approval Box

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Ministry of Health
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